

SLGSafe User's Guide

Entering a Demand Subscription into SLGSafe

Welcome to SLGSafe®, the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Demand Deposit can be made with the SLGSafe system. The minimal amount of information required on the Demand Deposit subscription conveys the subscriber's intent to purchase securities. Prior to entering the SLGSafe site, the prospective subscriber must be ready to identify:

- Subscription Issue Amount
- Issue Date
- Underlying Bond Issue
- Taxpayer Identification Number (TIN)
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

To make a Demand Deposit subscription, please do the following:

In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, www.slg.gov) and received your SLGSafe Logon ID from the Bureau of the Public Debt's IT Service Desk. At the login screen, enter your Logon ID and password.



Entering a Demand Subscription into SLGSafe

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Home Rate Management Reports Help Contact Us Logout

07/01/2009 03:54 PM EDT

Home

Subscription for Purchase and Issue

- [Time Deposit](#)
- [Demand Deposit](#)

View or Update a Subscription Before Issue Date

- [View Subscriptions](#)

View or Update a Case After Issue Date

- [Case](#)

Redeem Securities

- [Time Deposit Early Redemption Simulation](#)
- [Time Deposit Early Redemption](#)
- [Demand Deposit Redemption](#)

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Notice the large blue tabs at the top of the screen. A HELP tab is available on all screens. At any time, you can click on the Help Tab and a new window with information that applies to the task you are completing will appear.

Choose one of the two options under the heading, Subscription for Purchase and Issue. Those are Time Deposit and Demand Deposit. To learn more about the difference between Time and Demand Deposits, visit our website, www.slgs.gov.

Entering a Demand Subscription into SLGSafe

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TD Subscription for Purchase and Issue - Demand Deposit

Issue Information

Treasury Case Number **Status**

Issue Date 8/14/09 Issue Amount 10000.00

Rate Table Date 07/01/2009

State or Local Government Body

Taxpayer Identification Number

Underlying Bond Issue Series 2007B

Owner Name Village of Washington

Address Line 1 88 Front Street

Line 2

Line 3

City Washington

State WV

Zip Code 26106 -

Contact Name Ann Ford

Telephone 304-333-7777

Fax 304-333-8888

E-mail aford@wash.gov

Clear Cancel

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This is the main page of the subscription where you will enter some of the basic information. Notice that there are several gray tabs above. After you have entered the information on this tab, click on the next gray tab to enter information for that area, and continue until all the information for this subscription is entered.

Enter the Owner information only. Do not put the Trustee or escrow agent's name in the Owner Name box. This box should only contain the tax-exempt entity's name.

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Subscription for Purchase and Issue - Demand Deposit

07/01/2009 04:07 PM EDT

Subscription for Purchase and Issue - Demand Deposit

Owner **Trustee** Funds for Purchase Subscriber Viewer Review

ABA Routing Number

Bank Name

Address Line 1

Line 2

Line 3

City

State

Zip Code -

Contact Name

Telephone

Fax

E-mail

Bank Reference Number

Enter the bank information here. It is recommended to include full contact information. Trustee information is not required to complete a subscription, so if you choose not to use a trustee, then do not fill the trustee information fields out.

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OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 04:10 PM EDT

Subscription for Purchase and Issue - Demand Deposit

Owner Trustee **Funds for Purchase** Subscriber Viewer Review

Financial Institution Transmitting Funds for Purchase

ABA Routing Number

Bank Name

Contact Name

Telephone

Fax

E-mail

Notice the button at the bottom of the screen that reads, "Same as Trustee." If the bank information of the bank managing the payments for this issue is the same as the Trustee information you just entered, you can hit this button and the system will automatically fill in that information. If it is not, you can enter the information normally.

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Subscription for Purchase and Issue - Demand Deposit

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OMB: No:1535-0092

Home Rate Management Reports Help Contact Us Logout

07/01/2009 04:10 PM EDT

Subscription for Purchase and Issue - Demand Deposit

Owner Trustee Funds for Purchase **Subscriber** Viewer Review

LDAP Username Customer1
ABA/TIN
Organization Name BPD
Address Line 1 100 Main St
Line 2
Line 3
City Chicago
State IL
Zip Code 12345
Contact Name SLGS User9
Telephone 123-456-1234
Fax
E-mail Customer1@bpd.treas.gov

Clear Cancel

The subscriber information is automatically entered into the subscription when you click on the Demand Deposit link. This information cannot be changed. It simply records who entered the subscription initially.

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Subscription for Purchase and Issue - Demand Deposit

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Subscription for Purchase and Issue - Demand Deposit

Owner Trustee Funds for Purchase Subscriber **Viewer** Review

ABA/TIN Organization Name

Remove Viewer

Add a Viewer

ABA TIN Organization Name

Add Viewer Clear Cancel

A Viewer is any institution that may not have access to the subscription or issued case but may need information from the case, such as a Statement of Account. If that institution has SLGSafe access, you can enter their ABA or TIN and name on this tab. Click on Add Viewer and they will have view-only access. They will not be able to alter account information or request a redemption. Only the State and Local or Trustee has the ability to perform these tasks.

In order to delete a viewer, check the box beside the institution's information and hit the remove viewer button. You can add and delete viewers at any time.

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Subscription for Purchase and Issue - Demand Deposit

07/01/2009 04:14 PM EDT

Subscription for Purchase and Issue - Demand Deposit

Owner Trustee Funds for Purchase Subscriber Viewer **Review**

Issue Information

Treasury Case Number	Status
Issue Date 08/14/2009	Issue Amount \$10,000.00
Rate Table Date 07/01/2009	

Owner

Taxpayer Identification Number	
Underlying Bond Issue	Series 2007B
Owner Name	Village of Washington
Address Line 1	88 Front Street
Line 2	
Line 3	
City	Washington
State	WV
Zip Code	26106
Contact Name	Ann Ford
Telephone	304-333-7777
Fax	304-333-8888
E-mail	aford@wash.gov

This page forces you to review the information you entered for the subscription. It is your responsibility to make sure the information is correct before the subscription issues.

Trustee

ABA Routing Number	
Bank Reference Number	
Bank Name	Other Big Bank
Address Line 1	345 Market Street

Done

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Entering a Demand Subscription into SLGSafe

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TD Subscription for Purchase and Issue - Demand Deposit

Subscriber

ABA/TIN

Organization Name BPD

Address Line 1 100 Main St

Line 2

Line 3

City Chicago

State IL

Zip Code 12345

Contact Name SLGS User9

Telephone 123-456-1234

Fax

E-mail Customer1@bpd.treas.gov

This is the end of the previous screen. Notice that when you click on the Submit to Treasury tab, you are also agreeing to comply with the terms and conditions of the SLGS regulations. Please make sure to read this and understand your responsibilities. When you are ready to submit the information, click Submit to Treasury.

Viewers

ABA/TIN	Organization Name
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Submit

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

- > If you are an agent, you are acting under the issuer's specific authorization.
- > If the issuer is purchasing a SLGS security with any amount received from the sale or redemption (at the option of the holder) before maturity of any marketable security, the yield on such SLGS security does not exceed the yield at which such marketable security was sold or redeemed.
- > If the issuer is purchasing a SLGS security with any amount received from the redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security), the yield on the SLGS security being purchased does not exceed the yield that was used to determine the amount of redemption proceeds for such redeemed Time Deposit security.

[Submit to Treasury](#) [Cancel](#)

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Subscription for Purchase and Issue - Demand Deposit

Thank you for subscribing to SLGS. The Bureau of the Public Debt has received the following subscription:

Confirmation

Treasury Case Number	2009
Program Type	Demand Deposit
Issue Amount	\$10,000.00
Issue Date	08/14/2009
Owner	Village of Washington
TIN	
Rate Table Date	07/01/2009
Status	Complete

Please record this information for your case file.

Timestamp

Confirmation Date	07/01/2009
Confirmation Time	04:15 PM EDT

[Create PDF](#)

Print the confirmation page. It cannot be re-created.

Notice that the system has generated a Case Number. You will use this case number throughout the life of the case. NOTE: The subscription must be completed by 3:00 p.m. on the issue day or the SLG will not issue. If your Confirmation page shows the status as incomplete and the sentence: "Please record this information for your case file. The complete subscription must be received by issue date." That means your subscription is NOT complete. You are expected to finish the subscription in time for issue. If your Confirmation page shows the status as complete and just reads, "Please record this information for your case file," your subscription is complete and ready to issue.

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Entering a Demand Subscription into SLGSafe

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DEPARTMENT OF THE TREASURY
BUREAU OF PUBLIC DEBT
PARKERSBURG, WV 26106-1328

SUBSCRIPTION CONFIRMATION
State and Local Government Series Securities

Treasury Case Number:	2009
Program Type:	Demand Deposit
Issue Amount:	\$10,000.00
Issue Date:	08/14/2009
Owner Name:	Village of Washington
TIN:	
Rate Table Date:	07/01/2009
Status:	Complete
Confirmation Date:	07/01/2009
Confirmation Time:	04:15 PM EDT

At this point, you have entered the information for a SLGS purchase. For training on how to update a subscription that you have already entered, refer to the section entitled, [View a Subscription Before Issue Date](#).